

(4) PROVIDE FOR THE PERIODIC TRANSFER TO THE STATE ARCHIVIST OR DISPOSAL OF RECORDS, IN ACCORDANCE WITH THE SCHEDULES.

1-303. PROGRAM.

(A) REQUIRED.

EACH UNIT OF THE STATE GOVERNMENT SHALL HAVE A PROGRAM FOR THE CONTINUAL, ECONOMICAL, AND EFFICIENT MANAGEMENT OF THE RECORDS OF THE UNIT.

(B) CONTENTS.

THE PROGRAM SHALL INCLUDE PROCEDURES:

(1) TO ESTABLISH AND TO REVISE, IN ACCORDANCE WITH THE REGULATIONS, RECORD RETENTION AND DISPOSAL SCHEDULES THAT ENSURE THE PROMPT AND ORDERLY DISPOSITION OF RECORDS THAT THE UNIT NO LONGER NEEDS FOR ITS OPERATION; AND

(2) TO FACILITATE COMPLIANCE WITH SUBTITLE 4 OF THIS ARTICLE.

1-304. DUTIES OF DIVISION.

THE DIVISION SHALL:

(1) INSPECT THE RECORDS OF THE UNITS OF THE STATE GOVERNMENT;

(2) STUDY THE RECORDS MANAGEMENT PRACTICES OF THE UNITS;

(3) REVIEW A PROPOSAL TO BUY OR RENT EQUIPMENT, STORAGE SPACE, OR SERVICES FOR RECORDS, INCLUDING MICROFILMING OR PHOTOCOPYING, AND, AS APPROPRIATE, MAKE RECOMMENDATIONS ABOUT THE PROPOSAL TO:

(I) THE DEPARTMENT OF BUDGET AND FISCAL PLANNING; OR

(II) THE BOARD OF PUBLIC WORKS;

(4) ON JULY 1, 1985 AND FOR EACH SUBSEQUENT 5-YEAR PERIOD, REPORT A SERIES ANALYSIS OF THE CHARACTER AND QUANTITY OF RECORDS THAT A UNIT OF THE STATE GOVERNMENT HOLDS AND THAT AN OFFICIAL OF THE STATE GOVERNMENT OR THE HEAD OF A UNIT IS REQUIRED OR IS PERMITTED TO OFFER TO THE STATE ARCHIVES; AND

(5) OTHERWISE FURTHER THE PROGRAMS OF EACH UNIT OF THE STATE GOVERNMENT.

SUBTITLE 4. DISPOSITION OF RECORDS AND OTHER MATERIALS.